

JOB DESCRIPTION

Adams County, Wisconsin

JOB TITLE: Library Assistant I

STATUS: Part-time, 15-19 hours per week, not to exceed 85 hours per month

DEPARTMENT: Adams County Library

SUPERVISOR: County Librarian and/or Library Assistant II

GENERAL DESCRIPTION:

The Library Assistant I in a front line position, direct contact with patrons, at checkout desk.

JOB DUTIES:

The following duties are illustrative, and the person holding this position may be required to perform other duties of a similar nature or otherwise related to the position.

1. Register patrons for library cards.
2. Instructs patrons in the use of the card catalog & other library resources.
3. Assists patrons with ready-reference questions and readers advisory, bibliographic instruction & database searching.
4. Plans & presents children's stories, puppet shows, & finger plays for performance at story hours, conduct 4-year old story hour.
5. Prepares mail & delivery service shipments.
6. Checks in & distributes periodicals & newspapers.
7. Assists with library programs and displays.
8. Assists in selection for acquisition of children's materials, Junior fiction & non-fiction books, & adult fiction & non-fiction books.
9. Provides information and recommendations that can be used for materials selection.

10. Maintains pamphlet file & prepares bibliographies.
11. Assists in ordering books & periodicals.
12. Assists with collection maintenance, such as weeding paperbacks & rental collections.
13. Prepares, repairs or reconditions library materials.
14. Monitors & handles monies paid for fines/damages/copies.
15. Trains & supervises volunteers.
16. Empties book drop & takes returned items to the proper place for discharge.
17. Arranges returned materials on book carts & re-shelves them in proper order.
18. Shelf reads & straightens materials on the shelves or in the collection while shelving & in other assigned areas.
19. Performs alpha/numeric storing & filing tasks.
20. Schedules the public for meeting room usage.
21. Performs other duties as requested by the supervisor for this position.

REQUIRED QUALIFICATIONS:

1. High school graduation, and/or 4 years library or clerical experience. Preferred: Bachelor of Arts degree.
2. Working knowledge of English grammar & spelling.
3. Ability to calculate basic arithmetic problems without the aid of a calculator
4. Ability to sort efficiently in alphabetic or numerical order, & to develop a working understanding of the Dewey Decimal & Cutter systems of library materials arrangement.
5. Ability to use computer, typewriter, calculator, copy machine, fax machine, multi-line telephone, CD-ROM computer/printer, microfilm/fiche readers/printers, audio-visual equipment, microcomputer & software programs.
6. Knowledge of Microsoft Works, Windows, and various other programs used by the public on public computer.

7. Knowledge & ability to adapt to emerging computer programs.
8. Ability to perform moderately heavy physical work.
9. Ability to work alone & make supervisory decisions when necessary.
10. Ability to conduct library tours & outreach to community.
11. Willingness to maintain skills through active participation in appropriate library skills learning experiences workshops.
12. Effectively communicate ideas & information both in written and oral form.
13. Effectively read & understand information contained in memoranda, reports & bulletins, etc.
14. Effectively follow instructions from supervisor, verbally & in written form.
15. Set priorities in order to meet assigned deadlines.
16. Responsibility to set & disarm security system & be on call for emergencies.
17. Availability to be on call to open meeting room for public use.
18. Monitors the behavior & conduct of library patrons.
19. Maintains good reference & research skills.
20. Maintains files of materials for public use.
21. Work independently, hours including evening & weekend hours.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

1. Ability to coordinate eyes, hands, and limbs in performing movements requiring skill and training, such as drawing, typing, and assembling.
2. Ability to exert moderate physical effort in sedentary to moderate work, typically involving some combination of standing, walking, stooping, kneeling, crouching, bending, twisting, reaching, lifting and carrying 50 pounds or less. Pushing and pulling: 60-80 pounds on wheels.

3. Exposure to bloodborne pathogens is considered low for this position.

Approved by the Library Board this 25th day of October, 2004.

Approved by the Personnel Committee this 12th day of October, 2004.